

## Job Description – Exam Invigilator

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Hours: As required  
Salary: £12.21 per hour, plus holiday pay, wef 1<sup>st</sup> April

Managed by the Exams Manager you will provide support and be responsible for efficiently conducting public examinations in accordance with the regulations of the Joint Council for Qualifications (JCQ)

Invigilators are required to confirm their availability in advance of main exam periods

### **Main duties**

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Centre regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

### **Before exams**

- Report to and be briefed by exams staff prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

### **During exams**

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

### **After exams**

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the Exams Officer

### **Other tasks**

- Undertake training, update and review sessions as required
- Undertake, where required and where able, other duties requested by the Exams Manager, for example:
  - centre supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

### **Essential**

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)

Experience of invigilation is not required as training in the role and duties of an invigilator will be provided